



GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS

VACANCY ANNOUNCEMENT

POSITION TITLE: Deputy Director

SALARY RANGE: \$112,551 – \$168,826 with benefits.
Salary is commensurate with education and experience.

POSTED: September 30, 2015

CLOSING DATE: Open until filled

INTRODUCTION:

The Office of Police Complaints (OPC) is an independent District of Columbia agency that receives, investigates, and resolves police misconduct complaints filed against Metropolitan Police Department (MPD) and D.C. Housing Authority Police Department (DCHAPD) officers. OPC is led by an executive director (ED) and overseen by the Police Complaints Board (PCB), a five-member board appointed by the Mayor and confirmed by the District of Columbia Council. The agency currently has 22 full time employees.

Reporting to the ED, the Deputy Director provides principal assistance in planning, organizing, directing, supervising, and evaluating the functions and activities of OPC. The Deputy Director will assist the ED in all aspects of OPC's work including investigations, mediations, adjudication of complaints, police reform, community outreach, budget formulation, and office administration.

RESPONSIBILITIES:

- Assist the ED in supervising citizen complaint investigations of police misconduct.
- Act as the principal assistant to the ED in the formulation, presentation, and execution of OPC's budget and the administration of department functions.
- Coordinate primary agency programs and activities to include mediation, conciliation, community outreach, periodic public reports, and complaint adjudication.
- Plan, direct, and conduct special assignments and make periodic reports and recommendations to the ED on functional areas of OPC internal operations and external police reform measures.
- Closely collaborate with the ED to improve community trust in the police forces of the nation's capital and set national standards for civilian review of law enforcement.
- Act for the ED as assigned, to include liaison and communication with government, community, and news media contacts.

QUALIFICATIONS:

- Licensed to practice law for at least five years.
- Membership in, or eligibility to waive into, the District of Columbia Bar.
- District of Columbia residency within 180 days of accepting the position.
- Proven ability to work with efficiency, flexibility, tact, integrity, and good humor.
- Strong ability to communicate effectively, both orally and in writing.
- Success in a supervisory role planning, assigning, directing, and evaluating the work of subordinate staff.
- Thorough understanding of law enforcement procedures and the criminal justice system.
- Ability to identify problems, initiate solutions, and execute multiple tasks while responding to a myriad of priorities.
- A genuine commitment to the mission of OPC.

APPLICATIONS:

Please submit a cover letter and resume to:

Office of the Director - Staffing Division
DC Department of Human Resources
441 4th Street, NW, Suite 300 South
Washington, DC 20001

Or by email: ood.recruit@dc.gov

ONLY INDIVIDUALS WHO HAVE BEEN SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED.

The District of Columbia is an equal opportunity employer.

ADDITIONAL INFORMATION:

For more information about OPC, please visit the agency's website:

www.policecomplaints.dc.gov